

Message

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**From:** Jarmoc, Yvonne [Jarmoc.Yvonne@epa.gov]  
**Sent:** 1/26/2021 4:46:13 PM  
**To:** Marlinga, Richard [marlinga.richard@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]  
**Subject:** RE: Please submit Trump appointees' separation checklists ASAP

They were both mailing everything back after 1/20 so it may be in the office already. I'll check with IMB on the status of that.

I will have Russ and Kurt's 3110-2 updated/completed and back to Rick today.

Thanks,  
Yvonne

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**From:** Marlinga, Richard <marlinga.richard@epa.gov>  
**Sent:** Tuesday, January 26, 2021 10:38 AM  
**To:** Sanders, Amy <Sanders.Amy@epa.gov>; Jarmoc, Yvonne <Jarmoc.Yvonne@epa.gov>  
**Subject:** RE: Please submit Trump appointees' separation checklists ASAP

Hi Amy – Yvonne and I are working on this. We should be able to submit for Kurt, Joe, and Russ today. Alex and Daniel were late in returning equipment so they will be submitted later.

Thank you.

***Richard Marlinga***

Human Capital Officer  
U.S. EPA, Region 5  
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Office: (312) 886-8963  
Cell: (312) 597-1720

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**From:** Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>  
**Sent:** Tuesday, January 26, 2021 10:34 AM  
**To:** Marlinga, Richard <[marlinga.richard@epa.gov](mailto:marlinga.richard@epa.gov)>; Jarmoc, Yvonne <[Jarmoc.Yvonne@epa.gov](mailto:Jarmoc.Yvonne@epa.gov)>  
**Subject:** FW: Please submit Trump appointees' separation checklists ASAP

Yvonne/Rick—can you work together on this one?

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**From:** Smith, Kathryn <[Smith.Kathryn@epa.gov](mailto:Smith.Kathryn@epa.gov)>  
**Sent:** Tuesday, January 26, 2021 10:32 AM  
**To:** Lesser, Toni <[lesser.toni@epa.gov](mailto:lesser.toni@epa.gov)>; Marlinga, Richard <[marlinga.richard@epa.gov](mailto:marlinga.richard@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>  
**Cc:** Carr, Dorothy <[Carr.Dorothy@epa.gov](mailto:Carr.Dorothy@epa.gov)>; Moore, Patricia <[Moore.Patricia@epa.gov](mailto:Moore.Patricia@epa.gov)>; Timpy, Sarah <[timpy.sarah@epa.gov](mailto:timpy.sarah@epa.gov)>  
**Subject:** RE: Please submit Trump appointees' separation checklists ASAP

For R5 we are missing the following checklists, please send asap:

ALFARO, DANIEL C.
GIRARD, ALEXANDER C.
LIEBAU, JOSEPH G O JR.
RASMUSSEN, RUSSELL A.
THIEDE, KURT A.

Kathryn Smith  
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**From:** Smith, Kathryn  
**Sent:** Tuesday, January 26, 2021 10:30 AM  
**To:** SES Contact List <[SES\\_Contact\\_List@epa.gov](mailto:SES_Contact_List@epa.gov)>  
**Cc:** Carr, Dorothy <[Carr.Dorothy@epa.gov](mailto:Carr.Dorothy@epa.gov)>; Moore, Patricia <[Moore.Patricia@epa.gov](mailto:Moore.Patricia@epa.gov)>; Timpy, Sarah <[timpy.sarah@epa.gov](mailto:timpy.sarah@epa.gov)>  
**Subject:** Please submit Trump appointees' separation checklists ASAP  
**Importance:** High

Good morning,

Please submit completed separation checklists for all Trump appointees to the Executive Resources team as soon as possible. Our office is still waiting to receive about half of the separation checklists for departed Trump appointees. There are currently 58 missing and we cannot process their actions until their checklists are received. Late submissions may result in folks being unable to apply timely for unemployment and delayed final checks.

Sarah Timpy from my team will be reaching out to remind each Region/AAship of whose checklists we are still missing. Please prioritize getting these checklists to us as soon as possible.

Thank you,

Kathryn Smith  
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